

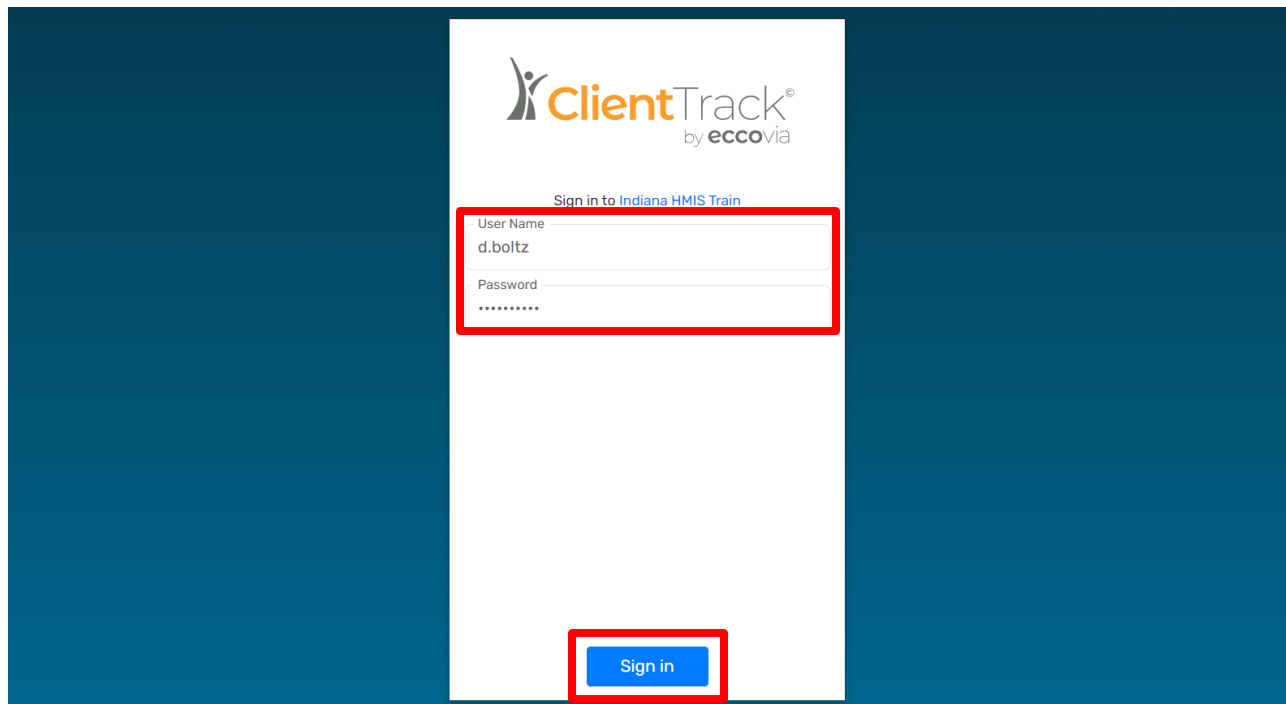
COORDINATED ENTRY “HOW TO GUIDE”:  
CHANGING THE WORKGROUP AND ORGANIZATION IN HMIS

November 2022

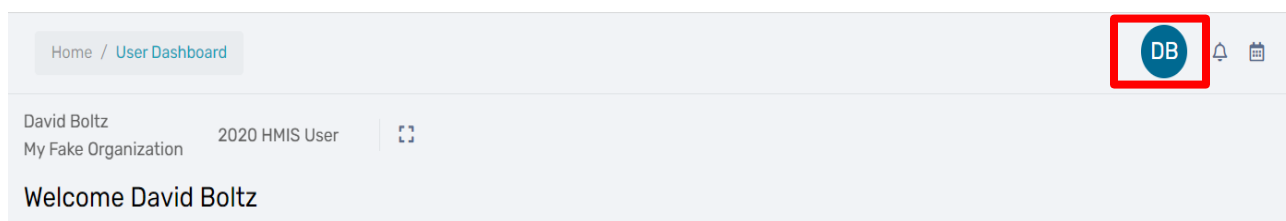
**For access to Coordinated Entry in HMIS, the “Workgroup” and Organization” must be changed.**

Following are the instructions on moving back and forth between the “2020 HMIS User” workgroup (*used for regular/normal data entry for your agency’s programs and projects*) and the “2020 Coordinated Entry” workgroup (*used for all Coordinated Entry related data entry*).

1. Sign in to **HMIS** with your **Username** and **Password**



2. On the next screen, click on your “Initials” in the upper right-hand corner. From the drop-down menu under “**Workgroup**” select “**2020 Coordinated Entry**”
3. Next, click on the “**Organization**” drop-down arrow and then, find and click on the “**Coordinated Entry Region #**” for your region. (*Please take care to choose the correct Region number for the “Organization”*)
4. Click on “**Apply**”



## COORDINATED ENTRY “HOW TO GUIDE”: CHANGING THE WORKGROUP AND ORGANIZATION IN HMIS

November 2022

Home / User Dashboard

David Boltz  
My Fake Organization 2020 HMIS User

Welcome David Boltz

HMIS News

**COVID-19 Vaccine Assessment is LIVE!**  
from your administrator, Grant Peters

Hello HMIS end users,

The HMIS team is very excited to announce the implementation of the “COVID-19 Vaccine Assessment”, for tracking admin HMIS ClientTrack system. In this assessment, you can track the first and second dose of the vaccine, what vaccine was ad collection options for this important initiative. If the client has received the Johnson and Johnson vaccine, the system ha considered fully vaccinated. Eccovia is committed to updating this assessment as more vaccines become available. If the the assessment also has the functionality to track their reason for that. Even if the client opts out of reco beneficial for other HMIS ClientTrack participating agencies to know, as they work with this client in the future. Please ens data for all clients you serve, as this data will be critically important as we inch our way out of this pandemic.

*This new assessment can be found under the client workspace, under “Other Client Assessments”, and “ other helpful resources, can be found at the HMIS/DV ClientTrack BoS site [here](#)*

The how to guide also contains information on reporting out on this data through the data explorer functionality on the re questions, or require access to data explorer for reporting out, don’t hesitate to reach out to the help desk at [HMIShelpdes](#)

Thanks!

The Indiana BoS HMIS Team

**Settings**

PROFILE

David Boltz  
dboltz@ihcda.in.gov  
Indiana HMIS Train

Sign Out

ACCOUNT SETTINGS

Workgroup

2020 Coordinated Entry

Organization

Coordinated Entry Region 1

Location

CE Region 1

Apply

5. You are now on the “Home” dashboard in the “2020 Coordinated Entry” workgroup.

Search

Home / User Dashboard

David Boltz  
Coordinated Entry Region 1 2020 Coordinated Entry

Welcome David Boltz

Coordinated Entry Region 1 News

Welcome to ClientTrack. Your administrator can set news items here.

Current Program Enrollments

ProgramName	Cases	Clients
Coordinated Entry (R1)	120	226
Coordinated Entry (R1a)	19	22

My Case Assignments

Displaying 1-10 of 611 results. Next Last

Client Name Begin Date End Date Program

COORDINATED ENTRY “HOW TO GUIDE”:  
CHANGING THE WORKGROUP AND ORGANIZATION IN HMIS

November 2022

6. After completing your data entry in the “**2020 Coordinated Entry**” workgroup for a client or clients, you can return to the regular “**2020 HMIS**” workgroup by completing the following steps:
7. Click on your “**Initials**” in the upper right corner of the screen (*please see previous page for screenshot*)
8. Next, click on the “**Workgroup**” drop-down arrow and then, click on “**2020 HMIS**”
9. Next, click on the “**Organization**” drop-down arrow and then, click on your **organization’s** name
10. Click the “**Apply**” button located in the bottom right corner of the box

ACCOUNT SETTINGS

Workgroup

2020 HMIS User



Organization

My Fake Organization



Location

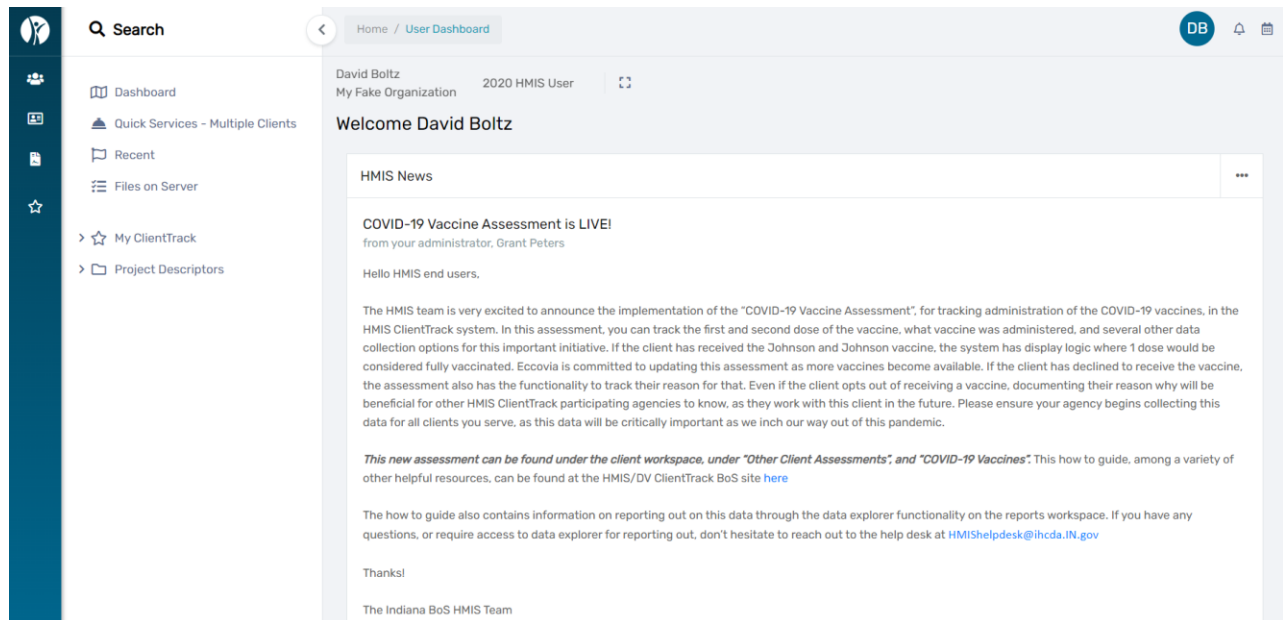
My Fake Organization



Apply

## COORDINATED ENTRY “HOW TO GUIDE”: CHANGING THE WORKGROUP AND ORGANIZATION IN HMIS

November 2022



11. You are now logged in to the **“2020 HMIS”** workgroup and your **“Organization”**.
12. To switch back to the **“2020 Coordinated Entry”** workgroup and **“Coordinated Entry Region #”** for your region *please follow Steps 2 – 4 on Page 1 of this document by selecting the “2020 Coordinated Entry” workgroup and “Coordinated Entry Region #” as the organization.*

Please feel free to contact the [HMIShelpdesk@ihcda.in.gov](mailto:HMIShelpdesk@ihcda.in.gov) if you have questions or would like additional assistance.